



## **Emergency Solutions Grant** **Instructions and Application**

**Federal Award Number: HUD E-15-DC-54-0001**

**CFDA Number: HUD 14.231**

**West Virginia Department of Commerce  
Office of Economic Opportunity  
700 Washington Street East, 4<sup>th</sup> Floor  
Charleston, WV 25301**

<b>Application Submission Timeline</b>	
<b>Application Released</b>	<b>April 1, 2015</b>
<b>Technical Assistance Call 1</b>	<b>April 6, 2015</b>
<b>Technical Assistance Call 2</b>	<b>April 9, 2015</b>
<b>Letter of Intent to Apply Due</b>	<b>April 15, 2015</b>
<b>Application Submittal Deadline</b>	<b>May 15, 2015</b>
<b>Notification of Approval</b>	<b>June 15, 2015</b>
<b>Grant Agreement to Subrecipients</b>	<b>July 1, 2015</b>



*Funded By the US Department of Housing and Urban Development Program Funds*

# Emergency Solutions Grant

## Application Checklist

*Checklist Must Be Completed and Submitted with Application*

Name of Subrecipient: \_\_\_\_\_

An unbound application and one copy must be received by OEO by Friday, May 15, 4 p.m. The application should include this Application Checklist followed by each item in the order that it appears on the checklist.

***Unless otherwise specifically noted, all applicants must submit all of the following:***

- ☐ Application Checklist
- ☐ Program Application Cover Sheet (Appendix A)
- ☐ Narrative
  - ☐ Agency Narrative
  - ☐ Pass-Through Entity Additional Narrative (**Pass-Through Entities Only**)
  - ☐ Program Component Narrative (**Project Sponsors Only**)
  - ☐ General Administrative Narrative
- ☐ Budget Cover Sheet (Appendix B)
- ☐ Detail Line Item Budget (Appendix C)
- ☐ Pass-Through Budget Summary (**Pass-Through entities Only**) (Appendix D)
- ☐ Attachment A – Organizational Documents
  - ☐ West Virginia Business License
  - ☐ Most Recent Audit
  - ☐ Proof of SAM Registration
  - ☐ Organizational Chart
  - ☐ 501 (c) (3) Determination Letter
- ☐ Attachment B – Signed Certification of Basic Standards for Shelters (**Shelter Component Only**)
- ☐ Unbound Original and Unbound One Copy

By submitting this application, I certify that this agency meets all eligibility requirements.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Official/Title

## Section One: OVERVIEW

### A. INTRODUCTION

1. The U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) evolved in 2011 from the Emergency Shelter Grant program as part of a comprehensive Federal Strategic Plan to Prevent and End Homelessness, articulated in ***Opening Doors*** published in 2010. The Executive Summary of ***Opening Doors*** clearly states the role stable housing plays in human and community development.

*“Stable housing is the foundation upon which people build their lives – absent a safe, decent, affordable place to live, it is next to impossible to achieve good health, positive educational outcomes, or reach one’s economic potential. Indeed, for many persons living in poverty, the lack of stable housing leads to costly cycling through crisis-driven systems like foster care, emergency rooms, psychiatric hospitals, emergency domestic violence shelters, detox centers, and jails. By the same token, stable housing provides an ideal launching pad for the delivery of health care and other social services focused on improving life outcomes for individuals and families. More recently, researchers have focused on housing stability as an important ingredient for the success of children and youth in school. When children have a stable home, they are more likely to succeed socially, emotionally, and academically.”*

2. ***Opening Doors*** is grounded in the mandates of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and recognizes that ending homelessness requires collaborative public and community efforts to align collective resources toward eradicating homelessness.

### B. PURPOSE OF PROGRAM

1. The purpose of the ESG program is to assist individuals and families quickly to regain stability in permanent housing after experiencing a housing crisis or homelessness.

### C. PROGRAM DESCRIPTION

1. The Office of Economic Opportunity (OEO) administers the Emergency Solutions Grant in West Virginia as a grantee of HUD, and in compliance with the HEARTH Act and other federal requirements. To facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, the HEARTH Act mandates area-wide systems coordination, including:
  - a. Consultation with Continuums of Care;
  - b. Coordination with other programs targeted to people experiencing homelessness;
  - c. System and program coordination with mainstream resources (health, employment, education, etc.);
  - d. Centralized or coordinated assessment;
  - e. Written standards for providing ESG assistance; and

- f. Participation in Homelessness Management Information System (HMIS), or in the case of victim services providers, a comparable system.
2. OEO works closely with the CoCs in the State to evaluate how effectively programs meet the needs of those experiencing homelessness within their CoCs. The Emergency Solutions Grants program is designed to meet the needs of the most vulnerable citizens of the State, and resources will be allocated to those providers with the best outcomes for those they serve.
3. This program is targeted to individuals and families who “*but for*” this assistance will become or remain homeless.
4. Program emphasis should be placed on providing adequate assessment of program participant’s housing barriers with a focus on moving them to permanent housing as soon as possible. The goal is that no one is homeless (living on the streets or in emergency shelter) for more than 30 days. ESG program participants also should be connected with other mainstream resources to assure the most impact with the least amount of ESG funds used, since there are rarely sufficient funds to serve all persons at-risk of homelessness. Communities must prioritize the use of funds.

#### **D. COMPONENTS OF THE PROGRAM**

1. **Street Outreach:**
  - a. Street Outreach includes activities that are designed to meet the immediate needs of unsheltered individuals or families by connecting them with emergency shelters, housing and/or critical health services.
2. **Emergency Shelter:**
  - a. Shelters are urged to practice diversion for individuals and families who may have other resources. Diversion has been shown to be an effective way to allow shelter beds to be available for those who truly but for this assistance would be staying in a place not meant for human habitation.
  - b. Shelters are expected to provide Rapid ReHousing (RRH) to better meet the needs of those they serve. If the site does not provide Rapid ReHousing then a partnership with the agency providing RRH services to the community must be in place. RRH is the key to moving people from homelessness into housing.
  - c. Shelters should strive to ensure that no one is in their shelter longer than 30 days. This is not a deadline to be used to exit folks from shelter prematurely but rather is an overall goal to be met by coordinating services with other providers so that shelters are used to meet the immediate housing-based needs of those experiencing homelessness.
  - d. All shelter funded agencies must follow the *Basic Standards for Shelters* in order to receive funding. Please refer to **Attachment B** to review all elements necessary for compliance. Pass-through entities are responsible for monitoring project sponsors to confirm all requirements are met.
3. **Rapid ReHousing:**
  - a. Rapid ReHousing places a priority on moving a family or individual experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of

the individual or family becoming homeless. Programs should be developed to serve those most difficult to serve. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Program participants receiving Rapid ReHousing must be reevaluated at least once per year and do not have to meet the 30% of AMI threshold.

- b. No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to 6 months of arrears.

**4. Homelessness Prevention:**

- a. Financial assistance includes rent and utility assistance in the cases where eligible program participants:
  - i. Cannot make the required payments due to a sudden reduction in income;
  - ii. The assistance is necessary to avoid the eviction or termination of services;
  - iii. There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time;
  - iv. The assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.
- b. All program participants receiving prevention services must have household income at or below 30% Area Median Income (AMI). Detailed information on AMI can be found here: <http://www.huduser.org/portal/datasets/il/il15/index.html>
- c. No program participant may receive more than 24 months of assistance in a three-year period. This includes a one-time payment for up to 6 months of arrears.

**E. GENERAL ESG PROGRAM GUIDANCE**

- 1. The ESG program is a reimbursement program. It is OEO's expectation that applicants have the cash on hand to provide services such as Homelessness Prevention and Rapid ReHousing financial assistance before receiving reimbursement.
- 2. Staff costs should be limited to 30% of the overall program budget requested.
- 3. Rapid ReHousing costs should be at least 80% of the combined Rapid ReHousing and Homelessness Prevention budget.
- 4. Homelessness Prevention costs cannot be greater than 20% of the combined Rapid ReHousing and Homelessness Prevention budget.
- 5. Ineligible costs include, but are not limited to:
  - a. Recruitment of staff
  - b. Depreciation
  - c. Costs associated with the organization rather than the specific program
  - d. Any costs associated with advertisements, pamphlets, surveys, etc.
  - e. Staff training, entertainment, conferences, or retreats (must be approved in writing by the State grantee)
  - f. Public relations
  - g. Subrecipient bad debts and/or late fees
  - h. Program participant mortgage and/or debt services

i. Mortgage assistance

6. Documentation of program participant's homeless situation is an essential part of ESG program compliance. OEO is requiring file documentation to verify need of every program participant receiving shelter, rapid rehousing, and/or homelessness prevention services, as defined on the OEO Homeless Certification and OEO At-risk of Homeless Certification. These forms can be found on OEO's website:  
<http://www.oeo.wv.gov/homelesshousingservices/esg/Pages/ESGResources.aspx>
7. Third party documentation is the preferred method and can be gathered at the time of referral, entry, intake, or orientation to the ESG program. All documentation must be retained in the program participant's file. A webinar addressing this specific requirement can be found here:  
<http://www.hudhre.info/index.cfm?do=viewResource&ResourceID=4628>
8. All facilities and housing units where program participants move must meet basic habitability standards. This documentation must be included in all program participants' files. A sample habitability checklist can be found on OEO's website here:  
<http://www.oeo.wv.gov/homelesshousingservices/esg/Pages/ESGResources.aspx>
9. Fair Housing Requirements:
  - a. Project Sponsor must maintain and continuously update a listing of Fair Housing Resources and place the fair housing logo on all materials relating to their housing programs.
  - b. Designate an individual as the fair housing contact person who will be available during business hours.
  - c. Fair housing contact person will maintain a running log to record fair housing issues, complaints and distribution of fair housing materials according to program requirements.
  - d. Fair housing contact person will respond to all fair housing issues and/or complaints in accordance with program requirements.
  - e. The Project Sponsor will conduct business and provide emergency housing from a barrier-free facility, or make a reasonable accommodation for persons with impaired mobility.
10. Project Sponsors providing Rapid Rehousing or Homelessness Prevention must secure a separate agreement between their agency and the landlord for each entity providing rental assistance to a program participant.

**F. GENERAL GOALS AND OBJECTIVES**

1. The OEO ESG program expects interagency collaboration to help meet the four goals outlined in the U.S. Interagency Council on Homelessness' Federal Strategic Plan to Prevent and End Homelessness titled **Opening Doors**. Those goals are:
  - a. Finish the job of ending chronic homelessness by 2017;
  - b. Prevent and end homelessness among veterans by 2017;
  - c. Prevent and end homelessness for families, youth, and children by 2020; and
  - d. Set a path to ending all types of homelessness.

2. OEO expects all applicants to structure programs using a targeted approach which facilitates coordination with all local, state, and federal programs to strengthen not only the ESG program but also its program participants. Applicants must demonstrate community collaboration. All successful applicants must:
  - a. Be active members in their Continuum of Care;
  - b. Have projects that assist their CoC in meeting its goals and objectives;
  - c. Clearly state the need for the services in their area and provide data to support the need (such as HMIS data on outcomes, numbers served in the past year within a similar program, wait list data, and unmet need).
3. In order to meet these goals, priority will be given to applicants and project sponsors who create a homelessness response system that will be beneficial to those actually homeless or most at-risk of homelessness, and whose applications show the ability and willingness to tailor their programs to align with ***Opening Doors***.

## Section Two: AWARD INFORMATION

### A. FUNDING AVAILABLE

1. Grant Agreements will be awarded on a competitive basis following evaluation of all eligible applications according to the rating factors described in *Section Four: Application and Submission Information*. OEO anticipates the potential for a number of awards to be made with this funding. Total funding available for this project (s) is \$ 1,482,517.00
2. The start date for this award is July 1, 2015. The period of performance is July 1, 2015 to June 30, 2016.
3. Subrecipients may not obligate funds, incur expenses, or otherwise implement program services prior to execution of a legal agreement with OEO, or a letter to proceed.

## Section Three: ELIGIBILITY INFORMATION

### A. ELIGIBLE APPLICANTS

1. Units of local government and non-profits agencies are eligible applicants for ESG funding. In this application, the term applicant will include two separate groups – *project sponsors* and *pass-through entities*, plus a hybrid group of *project sponsors that also act as a pass-through entity* for other project sponsors.

- a. **Project sponsor** is the term used in ESG for the organization that actually provides services to individuals and families that are homeless or at-risk of being homeless. Project sponsors provide those services in one or more of the program components – street outreach, shelter, homelessness prevention, and rapid rehousing.
  - b. **Pass-through entities** do precisely that – they receive federal funds, either directly from the federal government, or from another pass-through entity – and subaward those funds to the organization(s) [subrecipient] actually performing the work. Historically, in many communities a unit of local government served as a *pass-through entity* for ESG funds for one or more non-profits in their community.
  - c. **Subrecipient** is the federal term for all non-federal organizations that receive federal funds to carry out a federal purpose, but receive those funds indirectly, such as through a state agency. All successful ESG applicants, whether project sponsors, pass-through entities or both, will be subrecipients.
2. Every entity that receives federal funds – project sponsor, pass-through entity, or an agency that does both – has fiduciary and contractual obligations to
  - a. Use federal funds to provide the allowable services;
  - b. Be able to track those funds and expenditures in compliance with federal grant requirements; and
  - c. Have in place an adequate financial system supported by robust internal controls and financial oversight.
3. In addition, units of local government and/or non-profits acting as a **pass-through agency** must have systems in place to perform these added duties:
  - a. Issue grant awards that fully disclose to their subrecipient:
    - i. Federal Award Identification;
    - ii. All requirements imposed so that the Federal award is used in accordance with Federal statutes, regulations, and terms and conditions;
    - iii. Any additional requirements the pass-through imposes in order to meet its own responsibility to the Federal awarding agency;
    - iv. Indirect cost rate of the sub-recipient;
    - v. Requirement that the subrecipient permit the pass-through or its auditors to have access to subrecipients records and financial statements; and
    - vi. Terms and conditions concerning the closeout of the subaward.
  - b. Evaluate each subrecipient’s risk of non-compliance with Federal requirements for the grant;
  - c. Monitor the activities of the subrecipient to ensure the funds are used for authorized purposes, in compliance with Federal statutes, and are achieving the subaward performance goals;
  - d. Verify that every subrecipient is audited as required if the subrecipients’ Federal awards exceed the audit requirement threshold; and
  - e. Assume full responsibility for reporting to OEO.
4. Eligible applicants must:
  - a. Be units of local government or non-profits and must be current on 990 filings.



Applicants with outstanding audit finding, IRS findings or other federal or state non-compliance issues, are not eligible to apply;

- b. Be in compliance with ESG guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws;
- c. Have established accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and be able to track agency and program expense by revenue source;
- d. Submit, as part of this application, the applicant's and project sponsors' West Virginia Business License and IRS 501c3 determination letter;
- e. Be able to demonstrate prior experience serving individuals and families at-risk of, or currently experiencing homelessness;
- f. Certify that they will fully utilize the Homelessness Management Information System (HMIS) and the Shelter Point module within the HMIS; and
- g. Participate in their Continuum of Care (CoC).

## **B. MATCHING**

- 1. ESG has a dollar-for-dollar ***matching requirement***. Match can be cash or non-cash (in-kind). To be considered match, the expense or in-kind contribution must be something that would be an allowable expense to the ESG program if there were enough money in the grant to pay for it.

## **C. ELIGIBLE ACTIVITIES**

- 1. Eligible activities are intentionally focused on housing—either financial assistance to help pay for housing or services designed to keep people in housing or to obtain housing. This assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping participants develop a plan for preventing future housing instability. *Beginning July 1, 2015 OEO will no longer fund transitional housing as communicated in October 27, 2014 email from Julie Haden.*

- 1. **Street Outreach:** See 24 CFR 576.101 and OEO ESG Eligible Expense Guide available on OEO's website at <http://www.oeo.wv.gov/homelesshousingservices/esg/Pages/ESGResources.aspx> Essential Services are those related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

- i. Eligible activities include:
  - a) Engagement,
  - b) Case management,
  - c) Emergency health services,
  - d) Mental health services,
  - e) Transportation, and
  - f) Services for special populations.

2. **Emergency Shelter:** See 24 CFR 576.102 and OEO ESG Eligible Expense Guide
- i. Provide essential services to homeless families or individuals in emergency shelters. Eligible services/activities include:
    - a) Case management,
    - b) Child care,
    - c) Education services,
    - d) Employment assistance,
    - e) Job training,
    - f) Outpatient health services,
    - g) Legal services,
    - h) Life skills training,
    - i) Mental health services,
    - j) Substance abuse treatment services,
    - k) Transportation, and
    - l) Services for special populations.
  - ii. Shelter Operations eligible activities include:
    - a) Maintenance,
    - b) Rent of the space used for shelter,
    - c) Repair,
    - d) Security,
    - e) Fuel,
    - f) Equipment,
    - g) Insurance,
    - h) Utilities,
    - i) Food for the provision of meals to shelter residents,
    - j) Furnishings,
    - k) Supplies necessary for the operation of the emergency shelter, and
    - l) Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
3. **Rapid ReHousing:** See 24 CFR 576.104 and OEO ESG Eligible Expense Guide
- i. Rapid ReHousing activities include relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
  - ii. Eligible costs include:
    - a) Case Management: personnel and fringe benefits;
    - b) Rental Assistance: rental assistance and rental arrears;
    - c) Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs;
    - d) Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

- d. **Homelessness Prevention:** See 24 CFR 576.103 and OEO ESG Eligible Expense Guide
- i. Homelessness Prevention activities include housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to:
    - a) An emergency shelter;
    - b) A place not meant for human habitation; or
    - c) Another place such as a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground.
  - ii. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.
  - iii. Eligible costs include:
    - a) Case Management: personnel and fringe benefits;
    - b) Rental Assistance: rental assistance and rental arrears;
    - c) Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs;
    - d) Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.
- e. **Data Collection (HMIS):** See 24 CFR 576.107 and OEO ESG Eligible Expense Guide
- i. ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.
- f. **Administration**
- i. Up to 2.5% of a subrecipients allocation can be used for administrative activities which include costs such as:
    - a) Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services;
    - b) Other costs for goods and services required for the administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space;
    - c) Staff salaries, wages, and related costs of staff engaged in eligible program administration activities;
    - d) Audit costs for only those pro-rated costs associated with any federal required Single Audits.

#### **D. PROGRAM REQUIREMENTS**

1. In accepting funds, Subrecipients must comply with the following minimum requirements which allow subrecipients and/or project sponsors to:
  - a. Engage homeless individuals and families living on the street;
  - b. Improve the quality of emergency shelters for homeless individuals and families;
  - c. Help operate these shelters;
  - d. Provide essential services to shelter residents;
  - e. Rapidly rehouse homeless individuals and families; and
  - f. Prevent individuals and families from becoming homeless.

#### **E. GRANT PERFORMANCE**

1. The successful applicant will enter into an agreement with OEO for services to be performed. The term of this grant is July 1, 2015 through June 30, 2016. Dates are predicated on the availability of funds and release from HUD.
2. To ensure program effectiveness and the best outcomes for program participants, OEO funding decisions may take into consideration Subrecipient performance, including but not limited to:
  - a. Progress in meeting projected program goals and outcomes;
  - b. Timely and accurate reporting; and
  - c. Effective and timely use of all available resources to meet the ESG goals and outcomes.
3. OEO reserves the right to terminate the grant agreement prior to the expiration of the performance period for non-compliance and/or non-performance. In that event OEO may solicit applications for another provider to serve the area.

### **Section Four: APPLICATION AND SUBMISSION INFORMATION**

#### **A. CONTENT AND FORM OF APPLICATION**

1. **Application Checklist** – Completion of the Application Checklist, as applicable to the eligible applicant, must be completed, signed and submitted at the beginning of the Emergency Solutions Grant Application.
2. **Program Application Cover Sheet** - The Emergency Solutions Grant Program Application Cover Sheet must be completed by every applicant. See **Appendix A** for form.
3. **Application Narrative** - All applications determined to be on-time and complete will be subsequently forwarded to the grant review team which will score the application narrative consisting of four (4) sections. Applicants must use 12 pt Calibri or Times New Roman font, single line spacing, and one (1) inch margins. Page numbers must be included as a footer.

- a. **Agency Narrative** – REQUIRED OF ALL APPLICANTS – This narrative describes your agency and its ability to manage a federally-funded homelessness program. Applicant must clearly address each item below:
- i. Describe the history of the agency, geographic area served, location of main and satellite offices and number of years providing services to persons experiencing or at-risk of homelessness.
  - ii. Describe in detail the agency mission, types of programs and services currently offered and how homelessness programs fit within that mission.
  - iii. Describe the agency's involvement in the local Continuum of Care (CoC); use of coordinated assessment and your participation in assisting the CoC to meet its goals, including serving those hardest to serve.
  - iv. Describe the capability and qualifications of key and supporting personnel that will carry out the proposed project. Note any recent (within last 6 months) or anticipated (within next 6 months) changes in key personnel, either management or in the ESG program.
  - v. Describe your agency's programmatic design and approach to client intake, service delivery, data collection and HMIS reporting. Include all applicable service partnerships and collaborative efforts regarding same.
  - vi. Describe the agency's internal controls and financial management, traditional and anticipated sources of match, and federally approved indirect cost rate (if relevant).
- b. **Pass-Through Entity additional narrative** – REQUIRED OF PASS-THROUGH ENTITIES ONLY – This narrative addresses the relationship between the pass-through agency and their project sponsors.
- i. Describe your review of the project sponsor applications you are including with your application. Are you endorsing each project sponsor unconditionally? Are you imposing additional requirements on one or more project sponsors? If so, describe the nature of the requirement and the circumstances you believe justify the qualification.
  - ii. Does your award letter to a subrecipient project sponsor include all the required information detailed in Section 3: A.3.a. on page 8?
  - iii. Describe your general monitoring activities regarding your subrecipient project sponsors (review of funding requests, financial policies and procedures, compliance and effectiveness of program, etc.)
  - iv. Describe your procedures for reviewing project sponsors' audits and providing feedback. Describe your follow-up procedures to assure that all findings are addressed.
  - v. Describe your reimbursement process for subrecipient project sponsors. Does your agency reimburse subrecipients from local funds prior to reimbursement from OEO? If so, what is the average time from receipt of a project sponsor's funding request to reimbursement? If not, what is the average time from receipt of funds from OEO to reimbursement of the project sponsor?
- c. **Program Component Narrative** – REQUIRED OF PROJECT SPONSORS – This narrative addresses the specifics of services provided to program participants using ESG funding

for one or more of the program components (street outreach, shelter, homelessness prevention and rapid rehousing). Submit one narrative for each program component for which your agency is requesting funding. *Do not submit narratives for components for which you are not requesting funds.* Applicant must address the items below for each program component, **as well as** the questions below specific to their program component(s). Clearly mark which component you are addressing in each narrative.

- i. Describe your agency's goals for this component: number of individuals, families and total individuals you anticipate serving. What were your goals last year? Were they met? If not, please describe the problems you identified, lessons learned and changes you have implemented.
- ii. Based upon your numerical goals described in question 1 above, how many participants will receive short-term assistance? How many participants will receive medium-term assistance?
- iii. Describe how your agency will use this component to assist program participants in moving to stable housing and link them to resources that will increase their ability to maintain stable housing when they exit ESG assistance.
- iv. Describe your agency's participation in the local centralized or coordinated assessment system.
- v. Describe your agency's intake processes, how they are standardized, and how your agency prioritizes resources to assist those in greatest need. Do you schedule appointments or see prospective program participants as they present?
- vi. Describe the steps your agency takes when first encountering an individual or family experiencing homelessness in need of services. Specifically describe all aspects of direct service, referrals and follow up.
- vii. Describe the services related to this component that your agency provides directly, and the services and resources for which you refer participants to other agencies. Describe the network of public and private agencies with which you have formal collaborative agreements that assist in successful outcomes for this component for your program participants.
- viii. Describe how your agency tracks the program participant's housing status once ESG assistance has ended.

☐ **If providing Street Outreach:**

- a) Does your agency have the capacity to immediately house unsheltered persons encountered on the street? If not, how will they be provided shelter?

☐ **If providing Emergency Shelter:**

- a) Describe your strategies for prioritizing services to populations identified in the HEARTH Act as most in need – homeless with disabilities, chronic homeless, homeless, and households with zero income. (Ex.; removing barriers to services, using diversion, etc.)
- b) Describe rapid rehousing services available on-site. If your agency does not provide on-site rapid rehousing services, describe how those services are provided through another agency.

- c) If rapid rehousing services are not offered on-site what percentage of referrals to your partner agency are accepted for rehousing services?
- d) What is the average length of stay for a person sheltered in your facility?
- e) What is the total number of homeless persons sheltered from July 1, 2013 to June 30, 2014?
- f) Of the total in “e” how many of those moved into permanent housing?
- g) Of the total in “e” how many exited back to the streets or unknown?

☐ **If providing Rapid ReHousing:**

- a) What percentage of referrals did you accept from partner agencies in the past program year?
- b) How are referrals or intakes prioritized?
- c) What is the estimated time it takes to move a participant from intake to housed?
- d) Do you provide intake assistance in shelters?

☐ **If providing Homelessness Prevention:**

- a) Describe in detail how your program is targeting these resources in a way that reaches those who “but for” this assistance would end up homeless.
- b) Describe the criteria your agency uses to determine if the household is at-risk of homelessness.

d. **General Administrative Narrative** – REQUIRED OF ANY AGENCY INCLUDING HMIS and/or ADMINISTRATIVE FUNDS IN BUDGET – This narrative addresses funding for HMIS or Administrative costs, either from federal funds, or if using those costs to meet required match. Do not submit narratives for components you are not including in the budget.

i. HMIS:

- a) Briefly describe the equipment and or personnel costs associated with this request.
- b) How many HMIS positions are funded in your agency?
- c) What, if any, other funds are available to support HMIS? What are those funds used for?

ii. Administrative Costs:

- a) Does your agency have a federally approved Indirect Cost rate? If so, what is that rate? Please attach a copy of the approval letter.
- b) Briefly describe your procedure for determining ESG share of administrative costs.

4. **Budget Cover Sheet** – REQUIRED OF PROJECT SPONSORS ONLY. Items marked on the Budget Cover Page should reflect funding either from HUD or other sources as identified on the Detail Line Item Budget. See **Appendix B** for form.

5. **Detail Line Item Budget** – REQUIRED OF ALL APPLICANTS asking for HUD funding **and/or** recording anticipating matching contributions. See **Appendix C** for form. Budget categories are as follows:

- a. Street Outreach
  - i. Case Management Positions
  - ii. Fringe Benefits
  - iii. Services Sub-Category
- b. Emergency Shelter
  - i. Essential Services/Personnel
  - ii. Fringe Benefits
  - iii. Other Essential Services
  - iv. Shelter Operations Categories
- c. Rapid ReHousing
  - i. Case Management/Positions
  - ii. Fringe Benefits
  - iii. Financial Assistance/Services
- d. Homelessness Prevention
  - i. Case Management/Positions
  - ii. Fringe Benefits
  - iii. Financial Assistance/Services
- e. HMIS Costs
  - i. Eligible Costs - ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.
- f. Administrative Costs
  - i. Refer to Section Three: Eligibility Information, C. Eligible Activities, f. Administration for description of costs.

6. **Pass-Through Budget Summary** – REQUIRED OF PASS-THROUGH ENTITIES ONLY – The purpose of this form is to summarize in one document the combined budgets of agencies represented in the Pass-Through entity’s application – including their budget (first column) and each of their Project Sponsor subrecipients in subsequent columns, with the final total application budget total at the end. See **Appendix D** for form.

7. **Attachment A: Organizational Documents** – REQUIRED OF ALL APPLICANTS – Please attach the following documents at the end of the application as **Attachment A**:

- a. West Virginia Business License
- b. Most Recent Audit (Pass-Through ONLY)
- c. Proof of SAM Registration
- d. Organizational Chart
- e. 501 (c) (3) Determination Letter

8. **Attachment B: Certification of Basic Standards for Shelters** – REQUIRED FOR SHELTER FUNDS ONLY – Please review, complete and sign the Certification of Basic Standards for Shelters. Signature is required for this attachment for Project Sponsors requesting Shelter Funds. Only shelters meeting the criteria outlined in the document will be eligible for funding.



## **B. TIMELINES**

1. **Intent to Apply** - Prospective Subrecipients must submit a letter stating their intent to apply no later than **April 15, 2015**. Letters of intent should include the subrecipient agency name; list of project sponsor(s), if applicable; counties to be served; and services to be provided. In addition, please provide a point of contact person with their email and phone number.
2. The following is the schedule for Applicant Selection:

April 1, 2015	Application to Subrecipients
April 6, 2015	Technical Assistance Conference Call 1
April 9, 2015	Technical Assistance Conference Call 2
April 15, 2015	Letter of Intent to Apply due
May 15, 2015	Application Submittal Deadline
June 15, 2015	Notification of Approval
July 1, 2015	Grant Agreement to Subrecipients
3. Applicants may submit their application at any time prior to the deadline. **All applications must be received by Friday May 15, 2015, 4:00 p.m Submit by mail or in person to:**

**Julie Britton Haden  
Office of Economic Opportunity  
700 Washington St. East.  
4<sup>th</sup> Floor  
Charleston, WV 25301**

## **C. OEO REVIEW PROCESS**

1. OEO will review all complete applications received by the deadline. Late or incomplete applications will not be reviewed. Applications will be evaluated on agency documentation of meeting the following criteria:
  - a. **Minimum threshold criteria:**
    - i. Application is complete (Narrative, budget and required attachments are all included)
    - ii. Eligible Subrecipient
    - iii. Eligible activities
    - iv. Application is received on or before deadline
    - v. All applications meeting the minimum threshold requirements will be referred to local CoC for recommendation, and reviewed, scored, and ranked by the OEO grant review panel based on the following criteria:
  - b. **Organizational Capacity (maximum 35 points) – All applicants** – Based on information provided in Agency and General Administrative Narratives, and Detail Line Item Budget, with analysis of the relationship between the Budget and Program Component Narrative(s). Primary question for reviewers will be ‘Does the applicant agency demonstrate the ability to successfully manage a federal program and federal funding?’ Focus is on:

- i. Financial stability
    - ii. Management systems
    - iii. Internal Controls and financial management
    - iv. Reports and findings from audits
  - c. **Federal Grant Administrative Capacity (maximum 65 points) – Pass-through entities ONLY** – Based on information provided in the Pass-Through Entity Additional Narrative. Primary question for reviewers will be, ‘Does the applicant agency demonstrate the capacity, skills and knowledge to assume the federally-required roles of oversight and monitoring of subrecipients?’ Focus is on effective implementation of statutory, regulatory and other requirements.
  - d. **Program Approach and Effectiveness (maximum 65 points) – Project Sponsors ONLY** – Based on information provided in the Program Component Narrative(s). Primary question for reviewers is ‘Does the applicant demonstrate effectiveness in using this component to move program participant along a path that leads to long term stable housing?’ Focus is on:
    - i. Clearly stated community need, coupled with activities and approaches that are likely to result in sustained positive outcomes for program participants.
    - ii. Programs aligned with Opening Doors goal of effectively assisting individuals and families at-risk of or experiencing homelessness to quickly regain stable permanent housing, by
      - a) Prioritizing services for those most vulnerable;
      - b) Actively participating in the local Continuum of Care;
      - c) Creating and participating in local networks of programs targeted to people experiencing homelessness; and
      - d) Involvement in local system partnerships and program coordination with mainstream resources (health, education, employment, etc.)
2. For funding consideration, applicants must achieve 70 % score for each application component. Total acceptable scores will vary based on the number of components each applicant proposes funding for.
3. Examples:
- i. Minimum acceptable score for an applicant requesting funds for a single program component would be 70 points (25 of 35 possible points for Organizational Capacity, plus 45 of 65 possible points for Program Approach and Effectiveness for one program component).
  - ii. For an applicant requesting funds for two program components, the minimum score would be 115 points (25 of 35 possible points for Organizational Capacity, plus 45 of 65 possible points for Program Approach and Effectiveness for each of the two program components).

- iii. Likewise, a Pass-Through Entity, providing no direct services, would need a minimum of 70 points (25 of 35 possible points for Organizational Capacity, plus 45 of 65 possible points for Federal Grant Administration Capacity). If the Pass Through entity is also providing direct services, the maximum and minimum scores would increase, as above.

**OEO reserves the rights to negotiate with applicants and adjust funding amounts in order to support all well-qualified applicant programs.**

## **Section Five: TECHNICAL ASSISTANCE**

- A. TECHNICAL ASSISTANCE CALLS** – The Office of Economic Opportunity will provide two technical assistance conference calls to all applicants.

Call number is: 1-877-278-2734. When prompted, enter PIN# 437001.

- a. April 6, 2015 at 2:00 p.m.
- b. April 9, 2015 at 10:00 a.m.

- B. QUESTIONS AND ANSWERS** – ESG is a competitive grant. Two technical assistance calls are provided so that all questions can be asked and answered in a public forum. Outside of the technical assistance calls, all questions must be submitted to OEO in writing, via email to [Julie.B.Haden@wv.gov](mailto:Julie.B.Haden@wv.gov). Responses to any written questions will be provided via email to all agencies that have notified OEO of their intent to apply.